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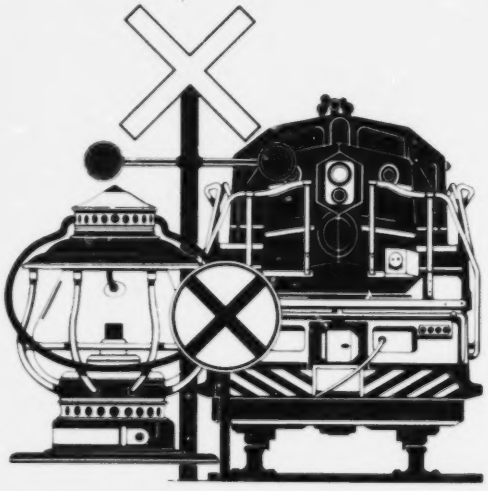
UNEMPLOYMENT BENEFIT HANDBOOK FOR RAILROAD EMPLOYEES



Unemployment Benefit Application Enclosed

Booklet UB-10
September 1990

Railroad Retirement Board
Chicago, Illinois 60611

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FORWARD

If YOU ARE UNEMPLOYED, you may be eligible to receive unemployment benefits from the Railroad Retirement Board (RRB), the Federal agency responsible for administering the Railroad Unemployment Insurance Act. This booklet provides information about the requirements for receiving railroad unemployment insurance benefits, the amount of benefits payable and procedures for claiming benefits.

If you become sick or injured, you may be eligible to receive sickness benefits. Those benefits are decribed in a separate booklet (Booklet UB-11) which can be obtained from any Railroad Retirement Board office, your employer or your labor organization.

Be sure to read the important notices at the back of this booklet about the Privacy Act, Computer Matching and Privacy Protection Act, and Rehabilitation Act.

QUALIFICATION REQUIREMENTS BASE YEAR - BENEFIT YEAR

Only qualified employees can receive benefits under the Railroad Unemployment Insurance Act. A new **benefit year** for unemployment benefits begins every July 1. To qualify for benefits in a benefit year, you must have creditable earnings in the preceding calendar year (**base year**), counting no more than a certain amount in any month. In addition, a new employee must have railroad service in at least five months of his or her first year of work in order to be eligible for benefits in the following benefit year.

The amount of compensation needed to qualify for benefits in a benefit year depends on the monthly compensation base in the base year. An employee is required to have base year earnings of not less than 2½ times the monthly compensation base applicable to months in that base year. As the monthly compensation base increases, the amount of compensation needed to qualify for benefits also increases. This means that as taxable wages increase in future years, the amount of compensation needed to qualify for benefits will also increase.

EXAMPLES:

BENEFIT YEAR BEGINNING	COMPENSATION IN CALENDAR YEAR
July 1, 1990	$1,775.00 in 1989 (2½ x $710.00 = $1,775.00). Also, if 1989 was your first year in railroad work, you must also have railroad service in 5 months in 1989.
July 1, 1991	$1,862.50 in 1990 (2½ x $745.00 = $1,862.50). If 1990 was your first year in railroad work, you must also have railroad service in 5 months in 1990.
July 1, 1992	$1,912.50 in 1991 (2½ x $765.00 = $1,912.50). If 1991 was your first year in railroad work, you must also have railroad service in 5 months in 1991.

SERVICE AND COMPENSATION RECORDS

For each year in which you work for a railroad, you should receive a Certificate of Service Months and Compensation (Form BA-6) from your employer or from the RRB. This annual statement is important because it provides both a current and cumulative record of your railroad service and compensation. The BA-6 form should be reviewed when you receive it to make sure it is correct.

AMOUNT AND DURATION OF BENEFITS

WAITING PERIOD

No benefits are payable for your first 14-day claim in each benefit year in order to satisfy a waiting period requirement. The waiting period requirement applies to both the first claim for unemployment benefits and the first claim for sickness benefit in each benefit year.

If you have five days of unemployment in a 14-day period, you should file a claim for benefits. Even though no benefits would be payable if the claim is your first claim in the benefit year, your claim must be filed in order to satisfy the waiting period requirement. After your first claim, benefits will be paid for all days over four for other claims in the benefit year.

NORMAL BENEFITS

You can receive normal benefits for as many as 130 days (26 weeks) in a benefit year, but your benefits cannot be more than your base year wages counting not more than a prescribed amount for any month. Benefit rights are exhausted when a benefit year ends (normally June 30) or earlier if benefit payments equal base year creditable earnings.

For purposes of determining maximum normal benefits payable in a benefit year, monthly base year earnings of up to $917.00, $962.00 and $988.00 are counted in 1989, 1990, and 1991, respectively.

EXTENDED BENEFITS

If you have 10 or more years of service and exhaust your normal unemployment benefits, you may be eligible to receive extended benefits. Also, if you are not qualified for normal benefits in the current benefit year, but received normal benefits in the previous year, you may still be eligible for extended benefits.

If you have 10 to 14 years of service, extended benefits may be payable for a maximum of 65 days (13 consecutive weeks). If you have 15 or more years of service, extended benefits are payable for as many as 130 days (26 consecutive weeks).

In order to qualify for extended benefits, you must not have voluntarily quit work without good cause or voluntarily retired.

ACCELERATED BENEFITS

Under certain special provisions, if you have 10 or more years of service, you can receive benefits before the regular beginning date of a benefit year. To qualify, you must be qualified for the next benefit year, but not the current year. You must also have 14 or more consecutive days of unemployment and not have voluntarily retired or voluntarily left work without good cause.

HOW MUCH YOU RECEIVE DEPENDS ON

Your daily benefit rate

This rate is 60 percent of the **DAILY RATE OF PAY** for your last railroad job in the base year, but not less than $12.70 a day nor more than $31.00 a day for periods beginning after June 30, 1989. In future years, the maximum daily benefit rate will increase under indexing rules reflecting the growth in average national wages.

Your **DAILY RATE OF PAY** is your **STRAIGHT-TIME RATE** of pay including any cost-of-living allowances, but not including overtime or other extra pay.

For **MILEAGE EMPLOYEES** in **TRAIN AND ENGINE SERVICE**, the straight-time rate is the rate of pay for the number of miles in a basic workday, depending on occupation and class of service. Earnings for miles run over the number of miles in a basic workday do not count.

THE AMOUNT YOU RECEIVE ALSO DEPENDS ON

The number of days you are unemployed

After you have satisfied the benefit year waiting period requirement, benefits are generally paid for days of unemployment over four in 14-day claim periods.

Strike benefits

If you are unemployed because of a strike, benefits are not payable for your first 14 days of unemployment due to the strike. If a strike is in violation of the Railway Labor Act or is not authorized or sanctioned by the national office of the striking labor organization, unemployment benefits are not payable to employees participating in the strike. However, employees not among those participating in such an illegal strike, but who are unemployed on account of the strike, may receive benefits after the first two weeks of the strike.

TO RECEIVE UNEMPLOYMENT BENEFITS YOU MUST

- **be unemployed** and receive no wages, salary, pay for time lost, vacation pay, holiday pay, railroad guarantee pay, or other remuneration for the days you claim benefits. Under certain conditions, **part-time work** does not affect entitlement to benefits. However, you must report to the RRB on each claim for benefits all full and part-time work you perform. The RRB will then determine whether your pay is "subsidiary remuneration" and whether benefits are payable for days on which you worked part-time.
- **be able to work.** You must not be sick or injured.
- **be ready and willing to work.** If you do not have good prospects of returning to work soon, you must be looking for work. You may be called in for an interview and asked where you have looked for work. The RRB representative may also suggest places for you to apply for work. If you are looking for work, use the form on page 28 to record your efforts to find work.
- **obtain an application for unemployment benefits** from your employer, labor organization or RRB office.
- **complete and file** the application for unemployment benefits during your first 30 days of unemployment. You may lose benefits if you file late. An application is considered filed on the day it is received by the RRB.
- **mail the completed application** to the RRB district office serving your area.

After your application is processed, your first unemployment claim will be mailed to you for completion.

ELIGIBILITY INTERVIEWS

In order to properly establish your eligibility for benefits, and to explain your rights and responsibilities in claiming benefits, you may be required to personally report to an RRB representative for an interview. The RRB representative will also answer any questions you may have about your benefits.

The RRB's authority for conducting such interviews is contained in sections 5(b), 9(a) and 12(a) of the Railroad Unemployment Insurance Act. Failure to report for an interview could result in a loss of benefits for 30 days if you do not have a good reason for failing to report.

BENEFITS ARE NOT PAYABLE IN THE FULL AMOUNT IF YOU ARE ALSO RECEIVING

- **social security benefits,**
- **a pension, annuity**, or other retirement pay under a Federal, State or local law (such as a railroad retirement annuity, military retirement pay, a policeman's or fireman's pension, etc.)
- certain **workmen's compensation** payments, or,
- **any other social insurance** payment under any law.

If you meet the other eligibility requirements, you may still receive unemployment benefits in the amount by which your benefits exceed the other payments.

Be sure to report all such other payments on each claim you file because you will be required to refund benefits later if you do not.

NO REDUCTION

There is no reduction in unemployment benefits for benefits paid under a nongovernmental insurance plan, such as a supplemental unemployment benefit plan established by a railroad and approved by the RRB. Such payments are normally paid in addition to your unemployment benefits from the RRB, and are not subject to railroad retirement taxes.

DISQUALIFICATIONS

Separation Allowance - If you have been paid a separation allowance by your employer, you cannot receive unemployment or sickness benefits for roughly the period of time it would have taken you to earn the amount of the allowance.

Voluntary Quit Without Good Cause - If you leave either your railroad job or non-railroad work voluntarily without good cause, you will be disqualified for railroad unemployment benefits until you return to railroad work and have earned wages sufficient to qualify for benefits again.

Voluntary Quit With Good Cause - If you leave work voluntarily with good cause, you will be disqualified for unemployment benefits for days for which you could receive unemployment benefits under some other law.

Refuse Suitable Work/Fail to Apply for Work -If you refuse to accept suitable work, or fail to follow instructions to apply for work or to report to an RRB office for an interview, you may be disqualified for unemployment benefits for 30 days.

Illegal Strike - You will be disqualified for unemployment benefits for any day on which you take part in a strike which began in violation of the Railway Labor Act or in violation of the established rules and practices of your labor organization.

Make False or Fraudulent Claim - You will be disqualified for both unemployment and sickness benefits for 75 days if you make a false or fraudulent statement or claim in order to receive benefits. You may also be subject to fine or imprisonment. The Railroad Retirement Board conducts checks, including computer matching checks, with State and Federal agencies, as well as railroads, in order to detect fraudulent benefit claims.

You will also be disqualifed from receiving railroad unemployment insurance benefits for any day for which you

- receive unemployment benefits under any other law;

or

- receive sickness benefits under the Railroad Unemployment Insurance Act or any similar law.

FOR EMPLOYEES IN TRAIN AND ENGINE SERVICE AND PASSENGER SERVICE, BENEFITS ARE NOT PAYABLE FOR

- Days on which you are standing by for or laying over between regular assigned trips. For example, if an engineer has a regular assignment which runs every third day, the days between the regular runs do not count as days of unemployment.
- Any day on which you do not work because of a mileage limitation or other similar work restriction. For example, a brakeman does not work in January after the 20th day of the month because he has worked maximum mileage for the month. In his case, the days January 21 through January 31 do not count as days of unemployment.
- Any day on which you do not work because you miss a turn in pool service.
- Any day in a registration period in which you have the equivalent of full-time work.

If you work in train and engine service or passenger service, you must report on your unemployment claim the number of miles or hours credit earned in each claim period. You must also report days on which you did not work because of a layover or standby rule, mileage restriction, or because you missed a turn in pool service.

YOUR RIGHTS TO RECONSIDERATION AND WAIVER

If you **DO NOT AGREE** with an adverse determination concerning your benefits, you may request **RECONSIDERATION**. Your request must be in writing and should explain why you disagree. If you request reconsideration, your request must be received at an office of the Railroad Retirement Board within 60 days of the date of the letter notifying you of the adverse determination. Be sure to sign your name and include your social security number on your request.

You may also request **RECONSIDERATION** of an overpayment decision made in your case. In addition, you may request that the RRB waive recovery of the overpayment. Your request for waiver consideration must be received by an RRB office within 60 days from the date of the letter which notified you of your debt. Recovery may be waived only if **BOTH** of the following conditions are met:

1. You are not at fault in causing the overpayment; and
2. Recovery would cause you financial hardship to the extent that you would not be able to meet your ordinary and necessary living expenses, or recovery would be unfair for some other reason.

Additional information about filing a request for reconsideration or a request for waiver of recovery of a debt may be obtained by contacting any RRB office. Failure to file a request for reconsideration or waiver within the prescribed time period will result in forfeiture of further appeal rights.

If you are dissatisfied with the reconsideration or waiver decision of an RRB office, you may, within 60 days from the date of the decision, appeal to the RRB's Bureau of Hearings and Appeals. The proper appeal form can be obtained from any Railroad Retirement Board office.

If you are not satisfied with the Bureau of Hearings and Appeals' decision, you may further appeal, within 60 days, to the three-member Board.

Finally, if you are not satisfied with the three-member Board's decision, you may file a petition for a review of your claim by a U.S. Court of Appeals. A petition for review must be filed within 90 days of the notice of the three-member Board's decision.

EMPLOYER RIGHTS

The Railroad Unemployment Insurance Act requires the RRB to notify your base year employer or employers each time you file a claim for benefits, and to give the employer an opportunity to submit information relevant to your claim before the RRB makes an initial determination on the claim. The RRB must also notify your employer each time benefits are paid to you. Your employer may appeal the decision to pay benefits. The appeal does not prevent the timely payment of benefits. However, you may be required to repay benefits if the appeal is successful.

IF YOU ARE OVERPAID BENEFITS UNDER THE RAILROAD UNEMPLOYMENT INSURANCE ACT

It is important that you reimburse the RRB promptly. If you have a debt and you file for benefits, any benefits payable to you will be used first to reduce your outstanding debt. You will receive no benefits until your debt has been repaid in full. If you have a debt and cannot repay the debt in one payment, regular monthly payments may be acceptable.

The Debt Collection Act of 1982 requires the RRB to charge interest on debts owed the RRB, to assess penalties on delinquent debts, and to assess charges to cover the cost of collecting delinquent debts. The Debt Collection Act also gives the RRB the authority to refer delinquent accounts to the Department of Justice for enforced collection or to private collection agencies.

The Deficit Reduction Act of 1984 authorizes Federal agencies to refer debts to the Internal Revenue Service (IRS) for collection by offset against tax refunds due individuals by the Government.

Finally, if you have not repaid the RRB for an outstanding debt by the time you file for your railroad retirement annuity, the amount of the debt, plus interest and penalties, will be withheld from your annuity.

UNEMPLOYMENT BENEFITS ARE TAXABLE

Unemployment benefits paid under the Railroad Unemployment Insurance Act are considered income for Federal income tax purposes. Each year, the RRB sends railroad employees Form 1099-G showing the total amount of unemployment benefits paid during the preceding calendar year. The amount of benefits paid to you, as shown on Form 1099-G, must be reported on your Federal income tax return.

In the opinion of the RRB's General Counsel, railroad unemployment benefits are not subject to State income taxes.

JOB PLACEMENT SERVICE

The Railroad Unemployment Insurance Act authorizes the RRB to operate a free job placement service. The primary purpose of the service is to secure new employment for experienced railroad workers who have lost their jobs.

When you apply for unemployment benefits, you also apply for employment service. You will be interviewed by an RRB representative who will try to help you find new employment. You may be referred by an RRB representative to a suitable railroad job; otherwise, an effort will be made to place you in a non-railroad job for which you are qualified.

As part of its placement service, the RRB maintains a central register of separated and furloughed railroad employees with at least one year of service who are currently available for railroad employment. The RRB also maintains a list of job vacancies reported by railroads to its field offices. The job vacancies list is available for review at all offices of the RRB.

HELPFUL HINTS

When completing your **APPLICATION** or **CLAIM**, always write or print **CLEARLY**.

Make sure your social security number is shown **CORRECTLY** on all forms you submit.

Don't forget to **SIGN and DATE** your application and each claim form.

FILE your application and claim forms **PROMPTLY**. If you file your application or claim form **LATE**, you may lose benefits.

If you are **FULLY PROTECTED** under a **WAGE GUARANTEE PLAN**, it probably is not worthwhile to register for benefits since your unemployment benefits are subject to recovery by the RRB from your wage guarantee payable for the same period.

Please allow at least 20 days from the date you mail your claim to receive a check. That amount of time is needed for mail delivery of your claim and check, and to allow your employer time to submit information about your claim. If you do not receive payment within 20 days, you may contact your local RRB office about your claim.

Use the charts on pages 26 and 27 to record your claims and checks.

INSTRUCTIONS FOR COMPLETING APPLICATION FOR UNEMPLOYMENT BENEFITS AND EMPLOYMENT SERVICE (FORM UI-1(ES-1))

To apply for unemployment benefits, complete the application enclosed with this booklet and mail it to the RRB's office whose address appears on the enclosed return envelope. If there is no application enclosed with this booklet, you can obtain an application from your railroad employer, union official or any office of the Railroad Retirement Board. **Your application must be received at the RRB within 30 days of the first day for which you wish to claim benefits.** You may lose benefits if your application is filed late.

Complete only one application during a benefit year even if you become unemployed more than once during that benefit year. When the district office receives your completed application for unemployment benefits, the application will be reviewed and your employer will be notified that you have applied for unemployment benefits. Your employer may respond to the district office with any information relating to your eligibility.

Once your application has been processed, a claim form will be mailed to you for completion. You must complete and return the claim to the RRB district office. A notice of the claim will be sent to your employer. A claim for the next 14-day period will be mailed to you on or about the last day of the period covered by the claim.

Read the following instructions before completing your application. If your application is not completed correctly, your benefits may be delayed. Contact your local RRB office if you have questions or need assistance in completing the form.

Items 1-6 Self explanatory.

Item 7 Show in item 7a the name of the railroad **company** for which you worked most recently. (For example, "Conrail.")

Show in item 7b the *title* of your job (For example, "road brakeman.")

Show in item 7c the *city* and *state* where you last performed your railroad job.

Check the box in item 7d that indicates why you are not now working for your last railroad employer. If you check box 9 "other," write an explanation in the space provided.

Item 8 Show in item 8a the date that you want your first unemployment claim to begin. This will normally be the day following the day you last worked. Remember that the first day of any unemployment claim must be a day on which you were available for work and for which you did not receive any kind of pay. The date you enter should be the first day after you last worked for either a railroad or non-railroad employer and for which you were available for work and did not receive any pay.

In item 8b show the date you last worked for your last railroad employer **prior to the date you entered in item 8a.**

Item 9 Check item 9 "**Yes**" if you are covered by a job protection plan under the National Job Stabilization Agreement or under a similar plan. You should also check "**Yes**" if you are affected by a merger or line sale, and may be entitled to a guaranteed monthly wage.

Item 10 Check item 10 "**Yes**" if you have been paid a severance, termination or separation allowance or buy-out. Enter the date of separation and the name of the employer that paid the allowance.

Item 11 If you answer "**Yes**" to item 11, give the name, address, date last worked and your job title for the last non-railroad employer for whom you worked during the past two years. Also show why you are not now working for that employer. If you have worked for more than one non-railroad employer in the past 2 years, answer the second part of this question "**Yes**".

Item 12 If you have been self-employed in the past 2 years and/or you are currently self-employed, you must answer this question "**Yes.**"

Item 13 If you quit or resigned any railroad or non-railroad job within the past 3 years, answer this question "**Yes.**" You must specify the date you resigned or quit, and the name of your former employer.

Item 14 Self explanatory.

Item 15 Self explanatory.

Item 16 Unemployment benefits under the Act are not payable or are payable at a reduced amount, if you are also receiving social security benefits, military retirement pay or retainer pay or any other retirement or survivor benefits provided by law.

If you are receiving any other benefits under any law, you must answer this question "**Yes**" and specify the type of benefits, the effective date and the monthly amount you receive before deductions.

Item 17 If you are claiming unemployment benefits because you were discharged or suspended from your last railroad job, you must complete this item. Be sure to complete all parts of the question. If you are suspended, give both the beginning and ending dates of the suspension period.

Item 18 Self explanatory.

Item 19 Self explanatory.

INSTRUCTIONS FOR COMPLETING CLAIM FOR UNEMPLOYMENT BENEFITS (FORM UI-3)

After your application for unemployment benefits has been received and processed, your first unemployment claim will be mailed to you. Claims for subsequent 14-day periods will be mailed to you for as long as you remain unemployed and eligible for benefits. You must complete and return each claim promptly or you may lose benefits. **The time for filing a claim, including time for mailing, is limited to 15 days from the last day of the claim period or 15 days from the date the claim form was mailed to you, whichever is later.**

If you return to work and do not have at least five claimed days during a claim period, do not return the claim form. This will stop the release of additional claims to you.

If you stop claiming benefits during a benefit year, but become unemployed again and need a new claim form, contact your local Railroad Retirement Board office to obtain a new claim. **You must request your new claim within 9 days of the first day for which you wish to claim benefits or you may lose benefits.**

Read the following instructions carefully before completing your claim form. Failure to complete your claim correctly could delay the payment of your benefits.

Item 1 This item shows the 14-day period of your claim. Below each day of the claim period, you must enter the correct letter code showing whether you want to claim benefits for the day, or whether you worked, received vacation pay, holiday pay or other earnings, or do not want to claim benefits for some other reason.

Remember that you cannot claim benefits for any day on which you worked or otherwise earned wages, holiday pay, vacation pay or other pay. This includes pay from full and part-time work in either railroad or non-railroad employment, and from self-employment. In addition, you cannot claim benefits for any day on which you were not available for work. This means that you must not have been sick or injured on any day for which you claim benefits, and you must have been willing and ready to work on the day.

Use the following letter codes to show whether you are claiming benefits for the days in the claim period:

X - Enter an "X" if you did not work on the day, will not receive any type of pay for the day, were not sick, or unable to work because of injury or mental infirmity on the day, and were willing and ready to work. Any day you mark with an "X" is considered to be a day of unemployment for which you are claiming benefits.

Use an "X" to show your normal **rest days,** unless you worked or otherwise received pay from either a railroad or non-railroad employer for the day, or unless you were sick or otherwise unable or not availble for work on the day.

E - Enter an "E" if you were employed either full-time or part-time on the day. Include work for either a railroad or non-railroad employer, and any self-employment. Also show an "E" for days you were on active duty with the National Guard or a Reserve unit.

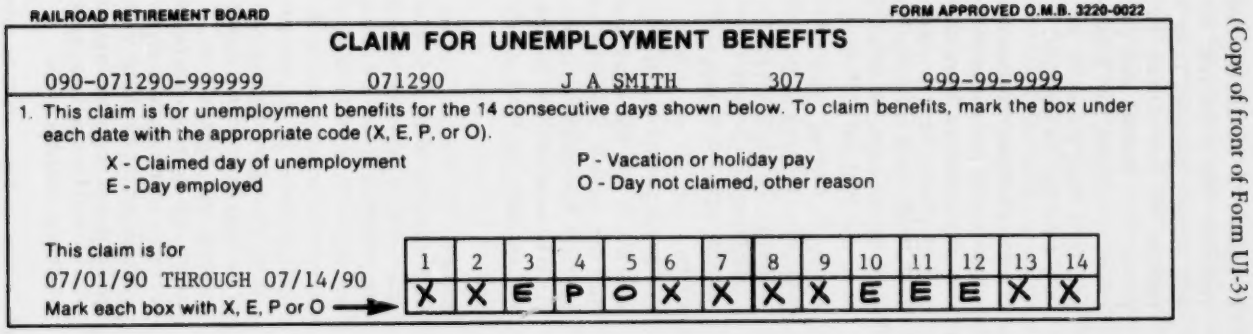
P - Enter a "P" for any day that you were not employed, but will receive payment from a railroad or non-railroad employer. This includes such payments as vacation pay, holiday pay, daily wage guarantee payments, and pay for time lost.

Do not include payments under a supplemental unemployment insurance plan paid or financed by your employer. Such payments are normally paid in addition to your unemployment benefits from the Railroad Retirement Board. If railroad retirement taxes are deducted from such payments, the payments are not "supplemental" payments and must be reported on your claim form.

O - Enter an "O" for days on which you did not work and did not receive any type of payment, but which you cannot claim because you were not able and available for work on the day.

Show an "O" for days that you were unable to work because of illness or injury, days you marked off, missed a call to work or did not report to work because of personal business or family obligations. Show "O" for days you did not work due to laying over or standing by between regularly assigned trips. Also show an "O" for any days on which you failed to exercise your seniority to obtain a suitable job for which you were qualified, and any other days on which you did not perform work which was available to you.

example of how the boxes are to be completed is own on page 24.



RAILROAD RETIREMENT BOARD

FORM APPROVED O.M.B. 3220-0022

CLAIM FOR UNEMPLOYMENT BENEFITS

090-071290-999999 071290 J A SMITH 307 999-99-9999

1. This claim is for unemployment benefits for the 14 consecutive days shown below. To claim benefits, mark the box under each date with the appropriate code (X, E, P, or O).

X - Claimed day of unemployment
E - Day employed
P - Vacation or holiday pay
O - Day not claimed, other reason

This claim is for
07/01/90 THROUGH 07/14/90
Mark each box with X, E, P or O →

1	2	3	4	5	6	7	8	9	10	11	12	13	14
X	X	E	P	O	X	X	X	X	E	E	E	X	X

(Copy of front of Form UI-3)

Item 2 You must enter the complete company name of your last railroad employer, your date last worked before the claim period and your last railroad occupation. In addition, enter an "X" in the appropriate box to show the reason why you are not now working for your last railroad employer.

Item 3 This item is prefilled with the name and address of your local Railroad Retirement Board office. Your completed claim is to be mailed to that office.

Item 4 This item is prefilled with your name and address. If necessary, show corrections of your name and address in the box.

Item 5 If you answer this item "yes," be sure to give your non-railroad employer's name, the date you last worked and the reason you are not now working for that employer.

Item 6 If you worked in train and engine service or passenger service, you must enter the number of miles or hours you worked on days in the claim period. Include miles or hours earned for regular pay, premium pay, overtime and deadheading. Also show the days that you did not work because of a lay over or stand-by rule, mileage restriction, or because you missed a turn in pool service.

Item 7 You must answer all of the questions in item 7. Be sure to explain your answer if you complete a box with an asterisk (*). Unless otherwise indicated, the questions should be answered for days included in the claim period.

Item 8 By signing and dating this item you certify that the information contained on your claim is true and complete. **Do not complete and sign the claim form before the last day of the claim period.** If your claim is received before the last day of the claim period, benefits due you may be delayed or denied.

RECORD OF CLAIMS SUBMITTED

Please allow at least 20 days from the date you mail your claim to receive a check. That time is needed for postal delivery of your claim and check, and to allow your employer to submit information about your claim.

BEGINNING DATE OF CLAIM	NUMBER OF DAYS CLAIMED	DATE MAILED TO RRB

RECORD OF CHECKS RECEIVED

AMOUNT OF CHECK	DATE OF CHECK

RECORD OF ATTEMPTS TO FIND WORK

If you do not have good prospects of returning to work soon, you must be looking for work. Keep a record of your attempts to find work. You may start your record by using the form below. Continue your record on a separate sheet of paper.

	Name and Address of Employer	Date Contacted	Results
1.			
2.			
3.			
4.			
5.			
6.			

PRIVACY ACT/PAPERWORK REDUCTION ACT NOTICE

To receive unemployment benefits you must apply and furnish information. Information that the Railroad Retirement Board asks you to furnish is used to determine if you are eligible for benefits and the amount of benefits payable to you. Although furnishing information, including your social security number, is voluntary, the RRB cannot pay you benefits without this information. The RRB's authority for requesting information is section 5(b) of the Railroad Unemployment Insurance Act.

The RRB may routinely furnish information from its records to other government agencies and to other persons or companies for the purpose of administering the Railroad Unemployment Insurance Act, the Social Security Act or other benefit programs under Federal or State laws. The routine uses and disclosures of information from the RRB's records of unemployment claims include those shown on the next page.

THE RAILROAD RETIREMENT BOARD ROUTINELY FURNISHES INFORMATION FROM ITS RECORDS TO:

1. the U.S. Treasury Department and the U.S. Postal Service, to issue benefit checks and to report non-delivery, forgery, theft or loss of a benefit check;
2. a person or a company which the claimant reports may award pay for time lost or some similar payment for the same period for which the RRB pays benefits;
3. persons or companies named by the claimant as liable for paying damages for the same injury or illness for which the RRB pays sickness benefits;
4. the Internal Revenue Service for use in administering Federal tax laws;
5. a private collection agency, the General Accounting Office, the Department of Justice or the Internal Revenue Service for the collection of an overpayment;
6. employers or insurance companies for use in administering supplemental benefit plans;
7. law enforcement agencies and the Department of Justice for investigating or prosecuting a violation of law;
8. employers to verify entitlement to benefits and to provide notice of benefit payment determinations;
9. state unemployment agencies to verify entitlement to benefits.

Other than information that may be disclosed routinely, no information about your claim may be disclosed without your consent.

COMPUTER MATCHING AND PRIVACY PROTECTION ACT NOTICE

In addition to the uses of information described in the preceding Privacy Act Notice, information you provide may be used, without your consent, in automated matching programs. These matching programs are a computer comparison of Railroad Retirement Board records with records kept by other Federal agencies or State and local governmental agencies. Information from these matching programs can be used to establish or verify a person's eligibility for benefits and for repayment of benefits or delinquent debts.

What Are Computer Matching Programs?

Computer matching programs compare our records with those of other Federal, State, or local government agencies. All agencies may use matching programs to find or prove that a person qualifies for benefits paid for by the Federal government.

How Do Computer Matching Programs Affect You?

On forms that you fill out for us you give us facts about yourself. Sometimes, we check the facts you, and others, give us. We use computer matching to do the checking. The law allows us to check this way even if you do not agree to it. We can also give any facts we have about you to other government agencies for them to use in their computer matching programs.

ESTIMATED TIME REQUIRED TO COMPLETE FORMS

To receive unemployment benefits, you must complete an application and claim forms. You may also be asked to complete other forms. Some of these forms are listed below along with estimates of how long we think it takes to complete them. The estimates include time for reviewing the instructions, getting the needed information, and reviewing the completed form. If you wish, send comments on the accuracy of our estimates or other aspects of the forms, including suggestions for reducing completion time, to the Director of Information Resources Management, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611 and to the Office of Management and Budget, Paperwork Reduction Project, Washington, D.C. 20503. Be sure to include the form title and control number **(in parentheses)** with your comments. Please do not return these forms to either of the above addresses.

FORM NO.	TITLE	ESTIMATED COMPLETION TIME (Minutes)
UI-1(ES-1)	Application for Unemployment Benefits and Employment Service (3220-0022)	8
UI-1e	Pay Rate Report (3220-0097)	5
UI-1g	Employee-Employer Statement of Pay Rate (3220-0097)	20
UI-3	Claim For Unemployment Benefits (3220-0097)	5
UI-9	Applicant's Statement of Employment and Wages (3220-0025)	10
UI-23	Claimant's Statement of Service For Railroad Unemployment Insurance Benefits (3220-0025)	5
UI-62	Postal Card-Instructions on Claiming U.S. and Canadian Unemployment Benefits (3220-0074)	1
ES-20a	Applicant's Referral Report (3220-0057)	0.75
ES-21	Referral to State Employment Service (3220-0057)	1.5

ENFORCEMENT OF NONDISCRIMINATION ON THE BASIS OF HANDICAP

Under Section 504 of the Rehabilitation Act of 1973 and the regulations of the Railroad Retirement Board, no qualified person may be discriminated against on the basis of handicap. The Railroad Retirement Board is required to make its programs and activities accessible to all qualified applicants and beneficiaries, including those who are vision or hearing-impaired. Handicapped persons needing assistance should contact the nearest office of the Railroad Retirement Board. Complaints of alleged discrimination by the Railroad Retirement Board on the basis of handicap must be filed within 90 days in writing with the Chief Executive Officer, Railroad Retirement Board, 844 Rush Street, Chicago, Illinois 60611. Questions about individual rights under this regulation may be directed to the Equal Employment Opportunity Officer at the same address.

DO YOU KNOW THAT

Railroad employees **DO NOT PAY** for their unemployment protection. The funds come from a payroll tax on employers.

A heavy **FINE, JAIL SENTENCE and DISQUALIFICATION** may be imposed upon any person found to have withheld information or to have made **FALSE** or **FRAUDULENT STATEMENTS** or **CLAIMS** for the purpose of causing benefits to be paid.

This booklet contains general information and does not have the effect of law, regulation, or ruling. Certain exceptions, limitations, and special cases are not covered. If you have any questions about unemployment or sickness benefits, contact the nearest office of the Railroad Retirement Board. When writing to the RRB be sure to include your social security number.

A Spanish translation booklet concerning railroad unemployment benefits is available from any office of the Railroad Retirement Board.

* * *

Tenemos un libro en espanol que explica los beneficios de los desempleados del ferrocarril. Lo pueden levantar en su oficina mas cercana del Railroad Retirement Board.

FORM APPROVED
O.M.B. NO. 3220-0022

UNITED STATES OF AMERICA RAILROAD RETIREMENT BOARD	APPLICATION FOR UNEMPLOYMENT BENEFITS AND EMPLOYMENT SERVICE

INSTRUCTIONS: READ BOOKLET UB-10 BEFORE COMPLETING THIS FORM. COMPLETE ALL ITEMS ***PRINTING*** NEATLY IN INK. MAIL THE ***SIGNED*** FORM IMMEDIATELY TO THE RAILROAD RETIREMENT BOARD IN THE ENVELOPE PROVIDED. IF YOU HAVE ANY QUESTIONS OR NEED ASSISTANCE WITH THIS FORM, TELEPHONE THE NEAREST OFFICE OF THE BOARD.

(REFER TO BOOKLET UB-10 FOR PRIVACY ACT/PAPERWORK REDUCTION ACT NOTICE)

1. Social Security Number:

2. Print Name: First Middle Initial Last

3. Print Address:
   Street _____
   City _____ State _____ Zip _____ _____
   County _____

4. Date of Birth: Month Day Year

5. Sex
   ☐ Male ☐ Female

6. Area Code Number
   Home Telephone: ( ) _____
   Work Telephone: ( ) _____

7.
   a. Last Railroad Employer: _____
   b. Last Railroad Job: _____
   c. Location of Last Railroad Job: _____
   d. Why are you not now working for your last railroad employer? Check one:

   ☐ 1. Laid Off/Furloughed ☐ 4. Quit or Resigned ☐ 7. Suspended
   ☐ 2. Extra Board/Part-time ☐ 5. Retired ☐ 8. Strike/Work Stoppage
   ☐ 3. Sick or Injured ☐ 6. Discharged ☐ 9. Other, explain below

   Explanation: _____

8.
   a. Give the date you want your first claim to begin: _____
   b. Give the date you last worked for a railroad before the date in item 8a: _____

9. Are you covered by a job protection plan guaranteeing you a certain amount of work or pay? ☐ Yes ☐ No
   If "**Yes,**" print name of employer providing guarantee: _____

10. Have you been paid a separation allowance? ☐ Yes ☐ No
    If "**Yes,**" give: a. Date of separation: _____
    b. Employer that paid: _____

(CONTINUE ON BACK)

11. Have you been employed by a non-railroad employer in the past two years? ☐ Yes ☐ No

If **"Yes,"** give:

Employer Name: _____

Employer Address: Street _____ City _____ State _____ Zip _____

Date Last Worked: _____ Occupation: _____

Reason Not Working: _____

Did you have other non-railroad employment in the past 2 years? ☐ Yes ☐ No

12. Have you been self-employed in the past 2 years? ☐ Yes ☐ No

13. Have you quit or resigned any work (railroad or other) during the past 3 years? ☐ Yes ☐ No

If **"Yes,"** show:

Date resigned or quit: _____ Employer: _____

Date resigned or quit: _____ Employer: _____

14. Are you an active member of the National Guard or a military reserve unit? ☐ Yes ☐ No

15. Are you now attending school or do you plan to attend school during the next six months? ☐ Yes ☐ No

16. Are you receiving social security benefits, military retirement or retainer pay, or any other retirement or survivor benefits provided by law: ☐ Yes ☐ No

If **"Yes,"** show: Type of payment: _____

Effective date: _____ Monthly amount before deductions: $ _____

17. Are you suspended or discharged? ☐ Yes ☐ No

If **"Yes,"** answer the following questions:

a. Give suspension period or date of discharge: _____

b. Are you seeking reinstatement to your job? ☐ Yes ☐ No

c. Will you claim pay for time lost? ☐ Yes ☐ No

d. Name, telephone number and address of union official handling your case:

Name _____ Telephone Number ( ) _____

Street _____ City _____ State _____ Zip _____

18. If you are unemployed due to a strike or work stoppage, are you a member of the labor union that is on strike? ☐ Yes ☐ No

19. **CERTIFICATION:** I have read Booklet UB-10 and I understand it. I know that disqualifications and civil and criminal penalties may be imposed on me for false or fraudulent statements or claims or withholding information to get benefits. I certify that all the information given on this form is true, correct and complete.

Signature _____ **Date** _____

☆ U.S. GOVERNMENT PRINTING OFFICE: 1990—745-292